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Sanitized - Approved For Release : CIA-RDP70-00211R000100430009-3

Assistant Director for Central Reference

Chief, Records Management Staff

Records Disposition Plan, OCR

1. Attached is the Records Control Schedule prepared by Mr. [redacted] of Records Management Staff. The schedule provides instructions for the retirement, destruction and preservation of the records of your Office. Certain items require further coordination and legal authorization from National Archives and Congress prior to destruction and are listed in front of the schedule. Upon receipt of such authority you will be promptly notified.

2. Significant facts developed from the records inventory are:

a. 27,209 cubic feet of records are currently maintained in filing equipment having a replacement value of over \$600,000.

b. In addition, 6034 cubic feet of OCR records are stored at the Records Center.

c. 1.5% of all records in OCR have permanent value.

d. 98.5% of the records are temporary.

e. 2565 cubic feet of records were transferred to the Records Center during the survey period and over 300 cubic feet were destroyed on the spot in the current files area.

f. 25% of the total Agency records at headquarters are in the custody of OCR.

3. In addition to the records disposition plan, there are several general recommendations pertinent to the success of your overall Records Management Program which, I believe, you should consider. They are outlined in the attached survey report.

4. The cooperative spirit of your organization made it possible for us to develop an effective Records Control Schedule which should be of assistance in the management of an important part of the Agency's records. [redacted] has been most helpful to our staff. Mr. [redacted] will be available at any time to advise and assist him in the implementation of your Records Management Program.

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Attachments:

Mgt/S/RMS/ [redacted] h3.jml(14Jun.57)

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Records Control Schedule

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Filed in Rec Disp Br.

*The schedule & report was discussed with [redacted] 13 June 57
The schedule & report was discussed with [redacted] 13 June 1957
The report was given to [redacted] for reading on 13 June 1957*